

Electronic Records Retention and Destruction Advisory Committee

Monday, September 9, 2013

10:00 a.m. – 3:00 p.m.

Conference Room 119 A/B

State Courts Building, 1501 W. Washington, Phoenix, AZ 85007

Conference Number: 602-452-3288; Access Code: 4463#; [Web Ex](#)

AGENDA

TIME		PRESENTER
10:00 a.m.	Call to Order/ Welcome	<i>Marcus Reinkensmeyer, Chair</i>
10:05 a.m.	Approval of Minutes – July 30, 2013 <input type="checkbox"/> <i>Formal Action/Request</i>	<i>Marcus Reinkensmeyer</i>
10:10 a.m.	Data and Documents Required for Research Purposes	<i>Amy Wood, Manager, Caseflow Management Unit, AOC</i>
10:30 a.m.	Review of Policy Recommendations of the Committee; Draft Report, pp 2 - 3	<i>Committee Members</i>
<i>Lunch Break</i>		
1:00 p.m.	Review of Recommended Records Retention Period Modifications; Draft Report, Appendix B	<i>Committee Members</i>
2:50 p.m.	Next Meeting: October 1, 2013 10:00 a.m. – 3:00 p.m. Arizona State Courts Building Conference Room 119 A/B	<i>Marcus Reinkensmeyer</i>
2:55 p.m.	Call to the Public	<i>Marcus Reinkensmeyer</i>

ADDITIONAL MEETING DATES

October 1, 2013; 10:00 a.m.

October 31, 2013; 10:00 a.m.

November 22, 2013; 10:00 a.m.

All times are approximate. The Chair reserves the right to set the order of the agenda. For any item on the agenda, the Committee may vote to go into executive session as permitted by Arizona Code of Judicial Administration § 1-202. Please contact Melinda Hardman (602-452-3453), committee staff, with any questions concerning this agenda. Any person with a disability may request a reasonable accommodation, such as auxiliary aids or materials in alternative formats, by contacting Julie Graber at (602) 452-3250. Requests should be made as early as possible to allow time to arrange the accommodation.